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Committee on Administration and Finance
1992 session

STATEMENT OF THE CHAIRMAN OF THE COMMITTEE ON ADMINISTRATION AND FINANCE ON ITS MEETINGS HELD AT UNITED NATIONS HEADQUARTERS FROM 22 TO 26 JUNE 1992

I. ORGANIZATION OF THE SESSION

1. The Committee on Administration and Finance of the United Nations Children's Fund (UNICEF) met from 22 to 26 June 1992.

2. The provisional agenda contained in E/ICEF/1992/1/Rev.1 was adopted by the Committee.

II. FINANCIAL MEDIUM-TERM PLAN, 1992-1995

3. The Committee recommends that the Executive Board:

Approve the medium-term plan (E/ICEF/1992/3) as a framework of projections for 1992-1995 (summarized in table 7), including the preparation of up to $400 million in programme expenditures from general resources to be submitted to the 1993 Executive Board (shown in table 6, item 4). The amount is subject to the availability of resources and to the condition that estimates of income and expenditure made in this plan continue to be valid.

III. UNICEF FINANCIAL REPORTS

4. The Committee recommends that the Executive Board:

Note the following:

(a) Financial report and statements for the biennium ended 31 December 1991 (E/ICEF/1992/AB/L.7);

(b) Report to the United Nations Board of Auditors and the Advisory Committee on Administration and Budgetary Questions regarding General Assembly resolution 46/183 (E/ICEF/1992/AB/L.3);

(c) Review of expenditures in excess of commitments and unspent commitments for completed projects financed by supplementary funds (E/ICEF/1992/AB/L.11).

IV. OFFICE SPACE STRATEGY FOR CENTRAL HEADQUARTERS

5. The Committee recommends that the Executive Board:

Approve the draft recommendation contained in document E/ICEF/1992/CRP.48.

V. RECOMMENDATIONS ON THE STRUCTURE AND FORMAT OF BUDGET DOCUMENTS

6. The Committee recommends that the Executive Board:

Approve the programme budget policies and the budget formats contained in chapters I to VII in the document on the proposed format for global funds programme budgets (E/ICEF/1992/AB/L.1).

7. The Committee recommends that the Executive Board:

Note the structure and format of the financial medium-term plan (E/ICEF/1992/AB/L.12).

8. The Committee recommends that the Executive Board:

Note the income projections (E/ICEF/1992/AB/L.13).

9. The Committee recommends that the Executive Board:

Approve the mock-ups contained in document E/ICEF/1992/AB/L.14 as the basis to revise the associated tables and annexes for the next biennium budget proposal.

10. The Committee recommends that the Executive Board:

(a) Approve the criteria for core and project posts contained in document E/ICEF/1992/AB/L.15;

(b) Resolve that the criteria should be applied consistently to all posts at headquarters and in the field;

(c) Resolve that the criteria should be used to make appropriate realignments of posts from project to core and from core to project in the upcoming budget review process and that realignments should be presented to the Executive Board in 1993 as part of the administrative and programme support budget and global funds programme budget.

The Committee further recommends the following:

(a) In reviewing the issues in document E/ICEF/1992/AB/L.15, and in beginning the review of various divisions as part of the biennium budget process, it has become apparent that a reorganization of the

advisory clusters of the Programme Division needs to be planned. To facilitate more effective management and coordination of advisory services at headquarters, it is proposed that for the 1994-1995 proposed budget, four or five well-defined clusters should be established. Although the planning process for this purpose is still under way, the clusters are likely to be in the areas of health, nutrition, education, water supply/environment/sanitation and an intersectoral cluster to include issues of women, urban child, etc.;

(b) The posts heading the programme clusters not only perform the technical advisory functions both at policy and programme levels based on their technical expertise and skills, but also perform management, administrative and leadership functions for their respective clusters, including budget preparation and control, supervision of staff, preparation of work plans, coordination with other sections and representation of the respective clusters within the Programme Division with other parts of the organization, including country and regional offices, and in other key international circles and United Nations agencies;

(c) With these core functions, the posts heading key clusters will be considered as core posts, while other technical posts in the clusters and reporting to the cluster head could be considered as project posts based on their project functions related to technical support in specific programme areas.

11. The Committee recommends that the Executive Board:

(a) Approve the budget formats and the related narrative format proposed for country programme recommendations contained in document E/ICEF/1992/AB/L.17 as the basis to revise the associated tables and annexes for the next biennium budget proposals;

(b) Increase the page limitations stipulated by the Bureau in 1990 from 12-14 pages to 13-15 pages for smaller country programme recommendations, and from 16-18 pages to 17-19 pages for medium-sized and longer country programme recommendations, if this is essential to incorporate the additional information proposed in document E/ICEF/1992/AB/L.17.

12. The Committee recommends that the Executive Board:

Note the document on the UNICEF job classification system (E/ICEF/AB/L.16).

VI. REVIEW OF THE 6 PER CENT SURCHARGE TO SUPPLEMENTARY FUNDS

13. The Committee recommends that the Executive Board:

Approve the draft recommendation contained in document E/ICEF/1992/CRP.40.

VII. UNICEF STAFFING

14. The Committee recommends that the Executive Board:

Note the annual report on the composition of all international Professional core staff and international project staff by title, grade, duty station and nationality as of 1 January 1992 contained in document E/ICEF/1992/AB/L.2.

VIII. REVIEW OF ADMINISTRATIVE AND MANAGEMENT STRUCTURE AT UNICEF HEADQUARTERS

15. The Committee recommends that the Executive Board:

Defer a decision on whether to proceed with a review, and if so, on its possible scope, until its 1993 regular session.

IX. GREETING CARD AND RELATED OPERATIONS WORK PLAN AND PROPOSED BUDGET FOR 1992

A. Greeting card and related operations (GCO) budgeted expenditures for the 1992 season

16. The Committee recommends that the Executive Board:

(a) Approve for the fiscal year 1 May 1992 to 30 April 1993 budgeted expenditures as detailed under "Low Projection" in tables 1, 2, 4, 5 and 6 and summarized in column I of table 8 (E/ICEF/1992/AB/L.6);

(b) Authorize the Executive Director:

(i) To incur expenditures as summarized in column I of table 8 and to increase the expenditures up to the level indicated in column II of table 8, should the apparent demand before and during the season necessitate; and, accordingly, to reduce expenditures below the level indicated in column I proportionately to the decrease of the income;

(ii) To transfer funds between allotment accounts if necessary within the limits shown in table 8;

(iii) To spend an additional amount between Board sessions when necessary, owing to currency fluctuations, to ensure the continued operation of GCO.

B. Budgeted income for the 1992 season

17. The Committee recommends that the Executive Board:

Note that for the fiscal year 1 May 1992 to 30 April 1993 gross GCO income is budgeted as shown in column I of table 8 (E/ICEF/1992/AB/L.6).

X. GREETING CARD AND RELATED OPERATIONS - FINANCIAL REPORTS

18. The Committee recommends that the Executive Board:

Note the following:

(a) The GCO financial report and accounts for the 1990 season for the year ended 30 April 1991 (E/ICEF/1992/AB/L.5);

(b) The GCO provisional report for the 1991 season (covering the period 1 May 1991-30 April 1992) (E/ICEF/1992/AB/L.4).

XI. STATEMENT BY THE CHAIRPERSON OF THE UNICEF GLOBAL STAFF ASSOCIATION

19. The Committee heard with appreciation the statement of the Chairperson of the UNICEF Global Staff Association which outlined issues of concern to UNICEF staff.

XII. OTHER DRAFT RECOMMENDATIONS

Central and Eastern Europe, the Baltic States and the Commonwealth of Independent States (E/ICEF/1992/CRP.43)

20. The Committee recommends that the Executive Board:

Approve for the administrative and programme support budget an additional $1 million for 1992, an additional $2 million for 1993 and an additional $2 million for 1994, plus two additional international Professional and two additional General Service core posts with their associated costs ($360,000 per year) for the period 1992-1994. These increases are described in paragraph 5 of document E/ICEF/1992/CRP.43 and will be included in the revised budget estimates for the biennium 1992-1993 and the proposed budget estimates for the biennium 1994-1995.